

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Internal Accounting and Administrative Control Directive

*Bud-1*Director of Security  
4E-60 Headquarters

EXTENSION

NO.

Ref: DDA 83-3040/8

DATE

14 December 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA  
7D-18 Headquarters

2.

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15.

Distribution:

Orig - DDA

~~4~~ - OS Registry

1 - D/Sec

Date: 14 Dec. 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of SECURITY

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 83 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowled

DIRECTOR OF SECURITY  
14 DEC. 1983

OS 3 3033

ROUTING AND TRANSMITTAL SLIP			Date																		
TO: (Name, office symbol, room number, building, Agency/Post)			Initials      Date																		
1.	DD/PRM	D	12/8																		
2.	DD/OS	Jm	8 DEC 1963																		
3.	DD/OS																				
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Action</td> <td style="width: 33%;">File</td> <td style="width: 34%;">Note and Return</td> </tr> <tr> <td>Approval</td> <td>For Clearance</td> <td>Per Conversation</td> </tr> <tr> <td>As Requested</td> <td>For Correction</td> <td>Prepare Reply</td> </tr> <tr> <td>Circulate</td> <td>For Your Information</td> <td>See Me</td> </tr> <tr> <td>Comment</td> <td>Investigate</td> <td>Signature</td> </tr> <tr> <td>Coordination</td> <td>Justify</td> <td></td> </tr> </table>				Action	File	Note and Return	Approval	For Clearance	Per Conversation	As Requested	For Correction	Prepare Reply	Circulate	For Your Information	See Me	Comment	Investigate	Signature	Coordination	Justify	
Action	File	Note and Return																			
Approval	For Clearance	Per Conversation																			
As Requested	For Correction	Prepare Reply																			
Circulate	For Your Information	See Me																			
Comment	Investigate	Signature																			
Coordination	Justify																				
REMARKS																					

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

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STAT



*Send back to DDA office  
via typed back slip*

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Internal Accounting and Administrative Control Directive

FROM:

Harry E. Fitzwater  
Deputy Director for Administration  
7 D 18 Hqs

EXTENSION

NO.

DDA 83-3040/8

DATE

7 DEC 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OC

2. D/ODP

2 D 00 Hqs

3. D/OF

1212 Key Bldg

4. D/OIS

1206 Ames Bldg

5. D/OL

6. D/OMS

1 D 4061 Hqs

7. D/OP

8. D/OS

4 E 60 Hqs

9. D/OTE

1026 C of C

10.

11.

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DEC 8  
1983

7 DEC 1983

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education


FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Internal Accounting and Administrative Control Directive

1. Would you please read the attached statement on financial integrity, sign it, and return to me by 15 December 1983.

2. If there are exceptions, they should be incorporated in the statement together with an explanation of proposed corrective action.

STAT

  
Harry E. Fitzwater

Attachment